Evaluate Service

(1) County
(2) Case Required
(3) Service Category
(4) Service Group

(5) Paid/Unpaid

Paid

Unpaid

In Home or Out of Home

(6) Reporting Category

(7) Need to be on 1099

(8) Title IV-E Eligible

(9) Onetime/Ongoing

Onetime

Ongoing

(24) License Type Required

(25) Service Auto Enabled

(10) Approval Level

(11) Span Multi Days

(12) Emergency

(13) Override Parent agency rule

(14) Calc Ongoing/Episode Driven

Episode Driven

Calc Ongoing

(15) Rate: Provider or Service

(23) Rate

(17) Initial or Advanced

(16) In Home or Out of Home

(18) Rate: Child or Provider or Service

(23) Rate

(19) Full Month or Prorated

(20) In Home or Out of Home

(21) Spending Limit Amount

(22) Age Group

Service Type Decision Tree

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Service Type Decision Tree

1) County. On the Service Type window, select the County associated with this service.
2) Case Required. Does this service type require a case?
3) Service Category. What service category does the service type fall under? See list in spread sheet (SERVICE_CATEGORY.xls). When creating a new service type, this will initially be Null.
4) Service Group. What service group does this the service type fall under? This is used for reports. See list in spread sheet (SERVICE_GROUP.xls).

Paid and Unpaid services
5) Payments Allowed. Can this service be associated with a payment. Otherwise this is an unpaid service.
6) Reporting Category. How many account numbers are used by the County? Each of these account numbers must be given a unique number from 8-100, designate in WiSACWIS as a Reporting Category. This cross reference will be kept outside of WiSACWIS, and maintained by the County. See spread sheet (REPORTING_CATEGORY.xls)
7) 1099 Eligible. Does this service need to be included on the 1099 tax report.
8) Title IV-E Eligibility. Is this service Title IV-E Eligible or Non-Title IV-E Eligible or 50/50 (Adoption expenses only).

One Time or Ongoing payment
9) Ongoing Service/Placement.   Is this service category associated with a Onetime or an Ongoing Payment? If box is unchecked, then "One-Time" should be selected from Service Category.
10) Approval Level Required. What is the approval level for this service category? The maximum approval level is based on the highest cd_aprvl_lvl for the Job Class selected. For example, if a Site Manager and BFS Management have the same cd_aprvl_lvl, then a person of either job class can make the final approval. Approval level can be viewed through Job Class Reference Table Maintenance window, accessed through Maintain > Reference Codes and select Job Class from list of reference codes.
11) Service Spans Multiple Days. Can this Onetime Payment span multiple days? This is used for placement based one-time payments. If not selected the End Date will automatically equal the Begin Date of the payment.
12) Emergency/Contract Payment. Is the service type and Emergency service payment. If this is selected then the Pending Check batch will not select this service. The check is considered as written outside of WiSACWIS, and only the payment is recorded in WiSACWIS.
13) Override PA rule. Should the service, by default, override the parent agency rule. This check box also reappears on the on the Out-of-Home Placement window or In

Placement window, can be uncheck or checked for that particular placement. The box can be unchecked on the window, but the default value will be checked.

Episode Drive or Calculate Ongoing batch

14) CCI Payment or Amount Auto Calculated. Should the payment be generated by Calculate Ongoing Amount batch or Episode Driven batch? The Calculate Ongoing batch calculates the amount for each placement, and the Episode Driven batch creates a zero dollar payment in which the worker must enter the units of service, which will be multiplied by an established rate.

15) By Service/By Provider. Is the rate for this service category specific or provider specific? Radio button under Rate Type group box, allows Service Specific or Provider Specific.

16) In-Home or Out of Home. Is the service an In-Home service or an Out-of-Home service?

17) Initial or Advanced run. (Initial) Is this service category used to pay services that fall in preceding month or (Advanced) the succeeding month.

18) Rate by Child Allowed/By Service/By Provider. Rate Type. Is the rate for this service child specific, provider specific or service specific? Radio button under Rate Type group box, allow Service Specific or Provider Specific. Radio button under Rate Type group box, allow Service Specific or Provider Specific. Additional if child specific rate is used, then select Rate by Child Allowed check box.

19) Full Month/Prorated. Is this service prorated or is the amount fixed every month.

20) In Home or Out of Home. Is the service an In-Home service or an Out-of-Home service? For out of home services, Ongoing Service/Placement box must be selected. For in home services, the Ongoing Service/Placement and In-Home Service check box must be both selected. A service cannot appear on both windows.

21) Spending Limit. What is the monthly spending limit for the child/month? No payment will be generated above this amount, and an error message will be generated.

22) Age Range. Is there an age group associate with this service category? If no, select None. Other options included ages 0-4, ages 5-11, ages 12-14 and age 15+. On the child's birthday WiSACWIS will automatically close the existing placement and create a new placement with child's new age group.

Rates

23) Rate. Rates are daily or monthly only. The three types of rates are:
- Child Specific rate is recorded on the Out-of-Home or In-Home placement window.
- Service Specific rate is recorded on the Service Rate pop-up window, accessed from the Rate button on the Maintain Service Type and Rate window.
- Provider Specific the rate is recorded on the Private Provider window or Home Provider window on the Services tab.

License and Training Tab

24) License Type Required.   Displays the required license type that providers must have before a service can be activated

25) Service Automatically Enabled by. Displays the license type that automatically adds and activates the selected service type to the provider's record